

LAPORAN BULANAN CLEANING SERVICE

Proyek :
**POLITEKNIK NEGERI SEMARANG
(POLINES)**



Periode :
DESEMBER 2024

Disusun Oleh :
**BAGAS WALUYO
CS-SUPERVISOR**

PT. CAREFASTINDO
Perkantoran Grogol Permai Blok H No.12A -15
Jl. Prof. Dr. Latumenten Raya, Jakarta Barat 11460

KATA PENGANTAR

Terimakasih atas kepercayaan yang diberikan kepada kami PT Carefastindo dalam mengelola jasa kebersihan di gedung POLITEKNIK NEGERI SEMARANG (POLINES)

Untuk memberikan hasil kualitas terbaik yang disesuaikan dengan kondisi gedung berdasarkan rencana kerja bulanan yang telah di sepakati kami merangkum laporan pekerjaan bulanan sebagai bentuk reporting dan bahan evaluasi atas pencapaian pekerjaan dan seluruh kegiatan yang telah dilakukan di lapangan setiap bulan.

Besar harapan kami rangkuman laporan bulanan ini dapat menjadi masukan dan pertimbangan bagi management gedung untuk meningkatkan hasil dan kualitas pekerjaan bersama di lapangan agar lebih baik lagi.

Atas support, masukan, kerjasama dan komunikasi yang terjalin dengan baik selama ini kami mengucapkan terimakasih.

Hormat kami,

Operational PT Carefastindo.

DAFTAR ISI

LAPORAN JADWAL

LAPORAN REKAP ABSENSI

LAPORAN TABEL PERIODIK

LAPORAN VISUALISASI PERIODIK

LAPORAN TURNOVER



LAPORAN JADWAL

OPERATOR

No	NUC	NAMA	JABATAN	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
1	5007895	ADITYA MUHAMAD GHOFUR	CLEANER	HP 1	HP	HP	HP	HP	HP	HP 1	OFF	HP	HP	HP	HP	HP	HP 1	OFF	HS1	HS1	HS1	HS1	HS1	OFF	HP 1	HS1	HS1	OFF	OFF	HS1	OFF	HP 1	HS1	MD1	
2	5008293	ANDI WINARNO	CLEANER	HP 1	HP	HP	HP	HP	HP	HP 1	OFF	HP	HP	HP	HP	HP	HP 1	OFF	HS1	HS1	HS1	HS1	HS1	OFF	HP 1	HS1	HS1	OFF	OFF	HS1	OFF	HP 1	HS1	MD1	
3	5007900	NIZAR AFIT NORROHMAN	CLEANER	HP 1	HP	HP	HP	HP	HP	HP 1	OFF	HP	HP	HP	HP	HP	HP 1	OFF	HS1	HS1	HS1	HS1	HS1	OFF	HP 1	HS1	HS1	OFF	OFF	HS1	OFF	HP 1	HS1	MD1	
4	5007897	RENATAN DIAZ ROMEO	CLEANER	HP 1	HP	HP	HP	HP	HP	HP 1	OFF	HP	HP	HP	HP	HP	HP 1	OFF	HS1	HS1	HS1	HS1	HS1	OFF	HP 1	HS1	HS1	OFF	OFF	MD1	MD1	MD1	MD1	MD1	
5	5007903	RIZKA MAHMUDHAH	CLEANER	HP 1	HP	HP	HP	HP	HP	HP 1	OFF	HP	HP	HP	HP	HP	HP 1	OFF	HS1	HS1	HS1	HS1	HS1	OFF	HP 1	HS1	HS1	OFF	OFF	HS1	OFF	HP 1	HS1	MD1	
6	5010121	TITIS RAMANDHANI	CLEANER	HP 1	HP	HP	HP	HP	HP	HP 1	OFF	HP	HP	HP	HP	HP	HP 1	OFF	HS1	HS1	HS1	HS1	HS1	OFF	HP 1	HS1	HS1	OFF	OFF	HS1	OFF	HP 1	HS1	MD1	
7	5010081	VICKY BRYAN PRATAMA	CLEANER	HP 1	HP	HP	HP	HP	HP	HP 1	OFF	HP	HP	HP	HP	HP	HP 1	OFF	HS1	HS1	HS1	HS1	HS1	OFF	HP 1	HS1	HS1	OFF	OFF	HS1	OFF	HP 1	HS1	MD1	
8	5008278	ATLAS RACHMAT SURDIANTO	CLEANER	OFF	HS1	HS1	HS1	HS1	HS1	OFF	HP 1	HP	HS1	HS1	HS1	HS1	OFF	HP 1																	
9	5007902	FAHRUN NAFI	CLEANER	OFF	HS1	HS1	HS1	HS1	HS1	OFF	HP 1	HS1	HS1	HS1	HS1	HS1	OFF	HP 1	HP	HP	HP	HP	HP	HP 1	OFF	HP	HP	OFF	OFF	HP	HP 1	OFF	HP	HP	
10	5007901	FILLEMOM PRAMUDITA WAHYU PRATAMA	CLEANER	OFF	HS1	HS1	HS1	HS1	HS1	OFF	HP 1	HS1	HS1	HS1	HS1	HS1	OFF	HP 1	HP	HP	HP	HP	HP	HP 1	OFF	HP	HP	OFF	OFF	MD1	MD1	MD1	MD1	MD1	
11	5009633	INDAH NOVITA AGUSTINA SANTOSO	CLEANER	OFF	HS1	HS1	HS1	HS1	HS1	OFF	HP 1	HS1	HS1	HS1	HS1	HS1	OFF	HP 1	HP	HP	HP	HP	HP	HP 1	OFF	HP	HP	OFF	OFF	HP	HP 1	OFF	HP	HP	
12	5008962	SUTRISNO WIBOWO	CLEANER	OFF	HS1	HS1	HS1	HS1	HS1	OFF	HP 1	HS1	HS1	HS1	HS1	HS1	OFF	HP 1	HP	HP	HP	HP	HP	HP 1	OFF	HP	HP	OFF	OFF	HP	HP 1	OFF	HP	HP	
13	5010120	WAFIQ FAHMI	CLEANER	OFF	HS1	HS1	HS1	HS1	HS1	OFF	HP 1	HS1	HS1	HS1	HS1	HS1	OFF	HP 1	HP	HP	HP	HP	HP	HP 1	OFF	HP	HP	OFF	OFF	HP	HP 1	OFF	HP	HP	
14	5004253	WUR PURNOMO	CLEANER	OFF	HS1	HS1	HS1	HS1	HS1	OFF	HP 1	HS1	HS1	HS1	HS1	HS1	OFF	HP 1	HP	HP	HP	HP	HP	HP 1	OFF	HP	HP	OFF	OFF	HP	HP 1	OFF	HP	HP	
Total MP Shift Pagi:				7	7	7	7	7	7	7	7	8	7	7	7	7	7	7	6	6	6	6	6	6	7	6	6	0	0	7	7	8	7	13	
Total MP Shift Siang:				0	7	7	7	7	7	0	0	6	7	7	7	7	7	0	0	7	7	7	7	7	0	0	7	7	0	0	6	0		6	
Total MP Shift Malam:				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Total MP Libur:				7	0	0	0	0	0	7	7	0	0	0	0	0	7	7	0	0	0	0	0	7	6	0	0	13	13	0	6	5			
Total MP :				14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13

PENGAWAS

[illegible]



LAPORAN REKAP ABSENSI

No	NIK/NAMA	JABATAN	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	H	I	A	G	O	S	SR	IR	Keterangan		
1	5004253	CLEANER	O	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	H	O	H	H	O	O	H	H	O	H	H	24	0	0	0	7	0	0	0	-		
	WUR PURNOMO																																											
2	5005024	CS-SUPERVISOR	O	H	H	H	H	h	H	O	H	H	h	H	H	H	O	H	H	H	H	H	H	O	H	H	O	O	H	H	O	h	H	24	0	0	0	7	0	0	0	-		
	BAGAS WALUYO																																											
3	5007894	CS-LEADER	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	h	H	O	H	H	H	O	O	H	O	H	H	H	25	0	0	1	6	0	0	0	-		
	EFFENDY NOR CAHYO																																											
4	5007895	CLEANER	H	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	O	H	H	H	O	O	H	O	H	H	H	25	0	0	2	6	0	0	0	-		
	ADITYA MUHAMAD GHOFUR									g							g																											
5	5007897	CLEANER	H	H	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	O	H	H	H	O	O	H	H	H	H	H	26	0	0	3	5	0	0	0	-		
	RENATAN DIAZ ROMEO											g	-			g																												
6	5007900	CLEANER	H	H	H	H	H	H	O	H	H	H	H	H	H	H	O	H	H	H	H	H	O	H	H	H	O	O	H	O	H	H	H	25	0	0	0	6	0	0	0	-		
	NIZAR AFIT NORROHMAN																																											
7	5007901	CLEANER	O	H	H	H	H	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	H	O	H	H	O	O	H	H	H	H	H	25	0	0	1	6	0	0	0	-		
	FILLEMON PRAMUDITA WAHYU PRATAMA																																											
8	5007902	CLEANER	O	H	H	H	A	H	O	H	H	H	H	H	H	O	H	H	H	H	H	H	H	O	H	H	O	O	H	H	O	H	H	23	0	1	1	7	0	0	0	-		

[illegible]

No	NIK/NAMA	JABATAN	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	H	I	A	G	O	S	SR	IR	Keterangan
Total :																																		374	0	7	12	98	0	0	0	

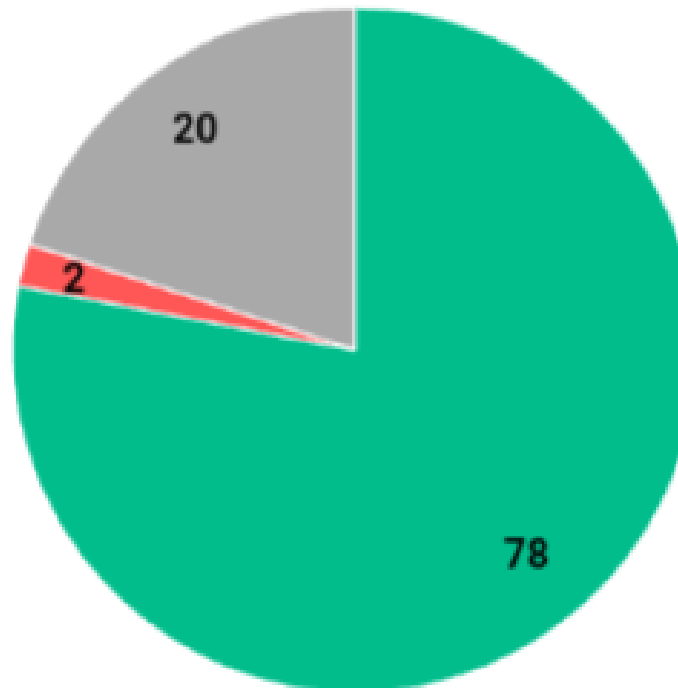
Keterangan :	Operation	OA	Check & Import Payroll	Verification
-Huruf H = Hadir , I = Izin , A = Alpha , O = OFF , S = SAKIT, SR = SAKIT SURAT , IR = IZIN SURAT -Kolom dibawah untuk Huruf G = Lembur Ganti -Jika CSO yang sedang off diminta masuk menggantikan maka baris atas diisi O baris bawah diisi G -Kolom D,E,F,G,H terisi otomatis dari jumlah Hadir, Izin, Alpha, Lembur Ganti, Off	AGUNG ERNAWANTO	MUHAMMAD TASIH MITRA		Nama
	2024-12-16 15:36:39	2024-12-18 11:53:43	Tgl	Tgl

JUMLAH JADWAL : 494 MP

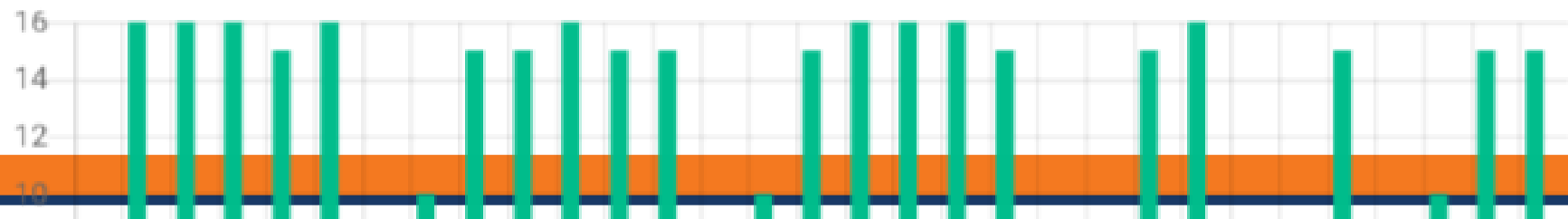
HADIR : 386 MP

MATI : 98 MP

TIDAK PUNYA : 10MP



Bulanan : Desember





LAPORAN TABEL PERIODIK

No	Area	Pekerjaan	D	W	M	Y	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	JML	Ket	
							MG	SN	SL	RB	KM	JM	SB	MG	SN	SL	RB	KM	JM	SB	MG	SN	SL	RB	KM	JM	SB	MG	SN	SL	RB	KM	JM	SB	MG	SN	SL			
							P	A	P	A	P	A	P	A	P	A	P	A	P	A	P	A	P	A	P	A	P	A	P	A	P	A	P	A	P	A	P			A
LANTAI 2																																								
1	SPOTTING LIS WASTAFEL	SPOTTING	0	3	0	0					P	A						P	A						P	A											3	3		
2	WHASING TOILET	WHASING	0	4	0	0						P	A						P	A						P	A						P	A			4	4		
3	DUSTING RELING	DUSTING	0	4	0	0							P	A						P	A						P	A						P	A			4	4	
4	SWEEPING TANGGA EXIT	SWEEEPING	0	9	0	0	P	A					P	A	P	A				P	A	P	A				P	A	P	A				P	A	P	A		9	9
5	GLASS CLEANING KACA RELING	GLASS CLEANING	0	5	0	0			P	A						P	A						P	A						P	A					P	A	5	5	
6	SPOTTING LIST KACA BLOK	SPOTTING	0	5	0	0			P	A						P	A						P	A						P	A					P	A	5	5	
7	DUSTING RUANG PANEL	DUSTING	0	3	0	0				P	A						P	A						P	A												P	A	3	3
LANTAI 3																																								
1	GLASS CLEANING CERMIN KACA TOILET	GLASS CLEANING	0	4	0	0						P	A						P	A							P	A						P	A			4	4	
2	DUSTING KURSI LORONG	DUSTING	0	5	0	0		P	A						P	A					P	A							P	A					P	A			5	5
3	SWEEPING TANGGA EXIT	SWEEEPING	0	8	0	0			P	A			P	A			P	A		P	A			P	A		P	A			P	A				P	A	8	8	
4	WHASING TOILET	WHASING	0	3	0	0				P	A						P	A						P	A												P	A	3	3
LANTAI 4																																								
1	SPOTTING LIST KACA	SPOTTING	0	3	0	0					P	A						P	A						P	A											3	3		
2	SPOTTING DINDING	SPOTTING	0	4	0	0						P	A						P	A							P	A					P	A			4	4		
3	WALL CLEANING DINDING LIFT	WALL CLINING	0	5	0	0			P	A						P	A						P	A					P	A					P	A	5	5		
4	MOPPING TANGGA EXIT	MOPPING	0	3	0	0				P	A						P	A						P	A												P	A	3	3
LANTAI 5																																								

[illegible]

LANTAI 6

[illegible]

LANTAI 7

[illegible]

[illegible]

[illegible]

EXTERIOR

[illegible]

TOILET

[illegible]

Warna	Keterangan
P	: Planning
A	: Actual / Terealisasi
X	: Tidak Terealisasi

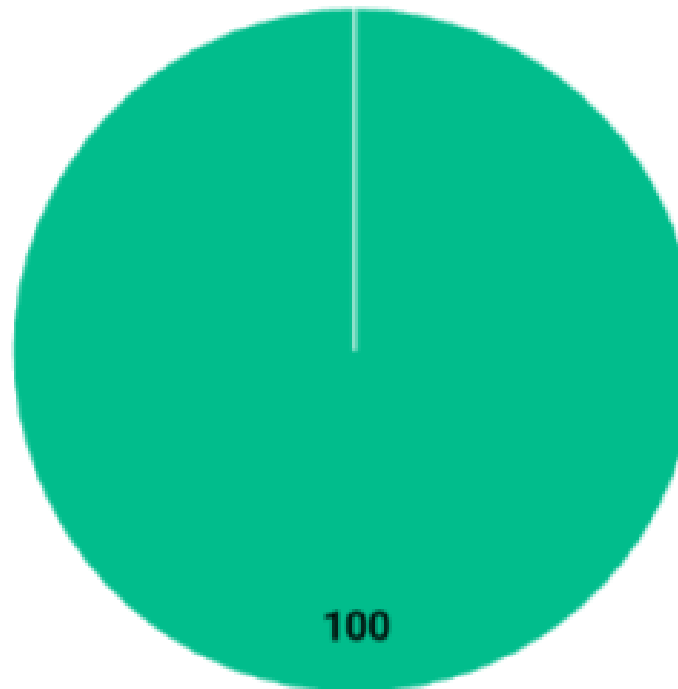
PEKERJAAN : 245

REALISASI : 245

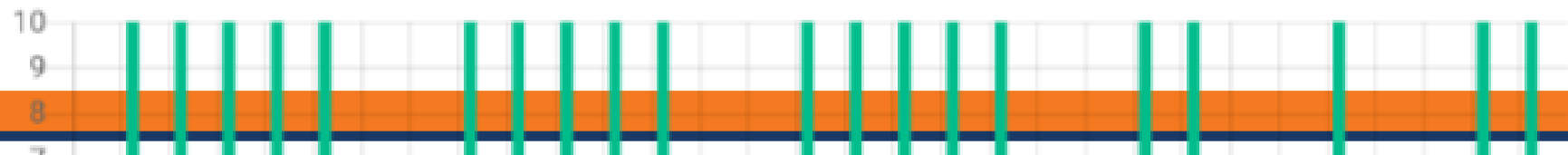
DIALIHKAN : 0

BELUM APPROVE : 0

BELUM UPLOAD : 0



Monthly : December





LAPORAN VISUALISASI PERIODIK



LAPORAN TURNOVER

Total MP Awal	MP Baru	MP Pindahan	MP Dipindahkan	Dipulangkan	Total MP Akhir	Turnover Rate (%)
15	0	0	0	1	14	6.90

No.	NUC	Nama Karyawan	Jabatan Terakhir	Tipe Turnover	Tanggal Keluar	Tanggal Masuk	Keterangan
DIPULANGKAN KE HO							
1	5008278	ATLAS RACHMAT S	CLEANER	DIPULANGKAN KE HO	2024-12-16	-	-
MP BARU							
MP PINDAHAN							
MP DIPINDAHKAN							

JUMLAH : 1 MP

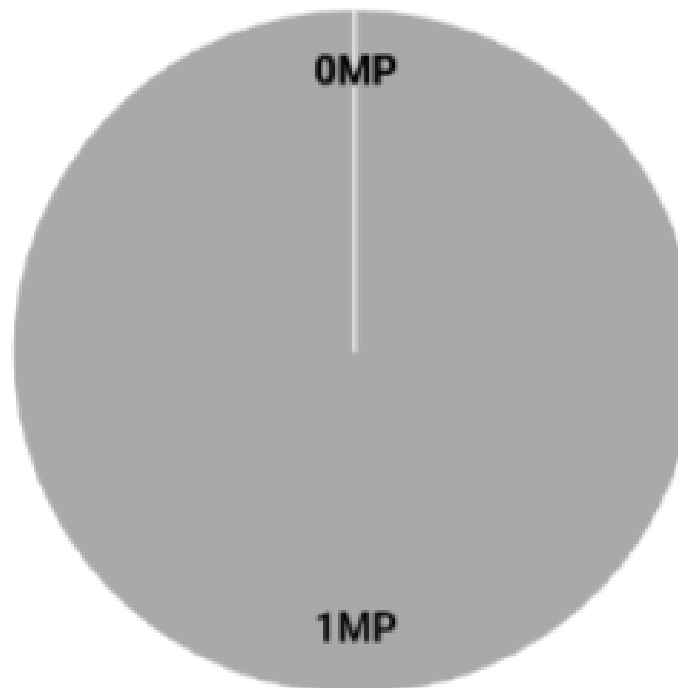
BARU : 0MP

MENGUNDURKAN DIRI : 1 MP

MUTASI : 0 MP

Pengawas : 0

CSO : 1



Bulanan : Desember

